

Republic of the Philippines  
Department of Education  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled at the Department of Education in the CSC website:

GERARD S. PIL  
Administrative Officer V  
Date: November 28, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.		Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
						Education	Training	Experience	Eligibility		Competency (if applicable)
1	Teacher I (Elementary)	750143-2011	751048-2012	11	20,754	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None	None	RA 1080 (Teacher)	<ul style="list-style-type: none"> <li>• Self-Management</li> <li>• Professionalism and Ethics</li> <li>• Result Focus</li> <li>• Teamwork</li> <li>• Service Orientation                             <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Core Skills</li> <li>• Written Communication</li> </ul> </li> <li>• Computer/ICT Skills</li> </ul>	Elementary Schools
		751316-2012	750383-2014								
		750531-2014	750056-2015								
2	Teacher II (Elementary)	758910-1998		12	22,938	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None	RA 1080 (Teacher)	<ul style="list-style-type: none"> <li>• Self-Management</li> <li>• Professionalism and Ethics</li> <li>• Result Focus</li> <li>• Teamwork</li> <li>• Service Orientation                             <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Core Skills</li> <li>• Written Communication</li> </ul> </li> <li>• Computer/ICT Skills</li> </ul>	Elementary Schools	
3	Teacher III (Elementary)	754322-1998		13	25,232						2 years relevant experience
4	Master Teacher I (Elementary)	752141-1998		18	40,637	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or it's equivalent	None	RA 1080 (Teacher)	<ul style="list-style-type: none"> <li>• Self-Management</li> <li>• Professionalism and Ethics</li> <li>• Result Focus</li> <li>• Teamwork</li> <li>• Service Orientation                             <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Core Skills</li> <li>• Written Communication</li> </ul> </li> <li>• Computer/ICT Skills</li> </ul>	Elementary Schools	
5	Teacher I (Secondary)	784056-1998		11	20,754	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None	RA 1080 (Teacher)	<ul style="list-style-type: none"> <li>• Self-Management</li> <li>• Professionalism and Ethics</li> <li>• Result Focus</li> <li>• Teamwork</li> <li>• Service Orientation                             <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Core Skills</li> <li>• Written Communication</li> </ul> </li> <li>• Computer/ICT Skills</li> </ul>	Secondary Schools	
6	Teacher III (Secondary)	755489-1998		13	25,232						2 years relevant experience

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.		Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
						Education	Training	Experience	Eligibility	Competency (if applicable)	
7	Administrative Assistant II (Secondary)	750027-2011	750036-2007	8	16,758	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>• Self-Management</li> <li>• Professionalism and Ethics</li> <li>• Result Focus</li> <li>• Teamwork</li> <li>• Service Orientation               <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Core Skills</li> <li>• Written Communication</li> </ul> </li> <li>• Computer/ICT Skills</li> </ul>	Secondary Schools

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 13, 2019

1. Letter of Intent of the applicant
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph); notarized with work experience sheet
3. Transcript of Records (TOR) and Certification, Authentication and Verification (CAV) – photocopy only but authenticated
4. Performance Ratings in the last rating period – authenticated (for promotion)
5. Certificate of Rating and PRC ID (photocopy only but authenticated)
6. CS Certificate of Eligibility (for non-teaching positions)
7. Omnibus Sworn Certification (Notarized)
8. NBI Clearance (original)
9. Certificates of trainings and achievements (photocopy only but authenticated)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to their desired school. However, application letter must be addressed to:

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 GERARD S. PIL  
 \_\_\_\_\_  
 Administrative Officer V  
 \_\_\_\_\_  
 Department of Education  
 \_\_\_\_\_  
 Schools Division of Davao City  
 \_\_\_\_\_  
 E. Quirino Avenue, Davao City  
 \_\_\_\_\_  
[www.deped-davaocity.ph](http://www.deped-davaocity.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**